

Image Processing System Public Notice

Mailing: PO Box 307, Trenton, NJ 08625-0307

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618-3226

609.530.3200 (p)

609.530.6121 (f)



PUBLIC NOTICE GUIDELINES 2005

Below you will find the dates of the State Records Committee (SRC) meetings followed by the last possible date (23 State business days prior to the SRC meeting) that the Public Notice should be published. Additionally, we have included the last possible date to notify the SRC (typically the first Friday of month of the SRC meeting) that your agency has published the Public Notice and of your agency's intent to be at the SRC meeting. Publication must be in at least one legal publication and should be posted in the agency's offices.

Month	SRC Meeting Date	Last Possible Public Notice Date	Last Possible Date to Notify SRC
January	January 20, 2005	December 16, 2004	January 7, 2005
February	February 17	January 13	February 4
March	March 17	February 10	March 4
April	April 21	March 18	April 1
May	May 19	April 18	May 6
June	June 16	May 13	June 3
July	July 21	June 17	July 1
August	August 18	July 18	August 5
September	September 15	August 12	September 2
October	October 20	September 16	October 7
November	November 10	October 6	October 28
December	December 15	November 9	December 2

It is requested that a dated and signed copy of the certification of publication by a qualified newspaper or a notarized Declaration of Posting/Publication of Public Notice be sent via fax and mail to:

Vilirie D. Perry
Records Analyst
Department of State -- Division of Archives & Records Management
P.O. Box 307
Trenton, NJ 08625-0307
Phone: 609.530.3213 Fax: 609.530.6121

In order to provide public comment on applications for the use of image processing systems for public records in a state or local agency, N.J.A.C. 15:3-5, *Certification of Image Processing Systems* as amended, specifically, N.J.A.C. 15:3-5.4(f) and 15:3-5.5, and N.J.A.C. 15:3-4, *Image Processing*

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Systems for Public Records, as mandated by P.L. 1994, c. 140, requires the posting and publication of a public notice notifying stakeholders that the agency has applied for certification of an image processing system for public records and that the application is scheduled for consideration by the State Records Committee.

The Division of Archives and Records Management (DARM) may provide an agency a sample Public Notice, but no standard language is required, so long as the necessary information is conveyed to the public. Publication and posting shall be conducted according to the common practice of the agency for similar public notices of meetings, etc. where the public would expect to find such notices (i.e., bulletin boards, publication in legal notices in the local newspaper(s), or calendars of events)

The Chief of the Bureau of Records Management will notify an agency when their application for certification has been recommended for certification and the scheduled time and place for the public meeting of the State Records Committee when the application will be considered for approval. A sample Public Notice and a statement that posting and publication of such a public notice must be made 23 working days before the scheduled meeting of the relevant State Records Committee shall be included with the formal notification from DARM. The Bureau Chief shall notify the Secretary of the State Records Committee and/or the Records Analyst or other designee of the Secretary of the scheduled appearance of the agency and their vendor(s).

Upon publication of the public notice, the requesting agency shall secure a dated and signed affidavit of publication by a qualified newspaper or a notarized Declaration of Posting/Publication of Public Notice. A copy of the affidavit of publication or the equivalent shall be faxed and mailed to DARM, c/o Vilirie Perry. Copies of this document shall be kept in the DARM master file and the records of the State Records Committee meeting .

An affidavit of publication or declaration of posting/publication of the public notice must be received by DARM before the official agenda for the State Records Committee is posted. Per the Open Meetings Act, the agenda of any public meeting must be posted 48 hours before scheduled meeting. If proof of publication has not been received before that date, the Records Analyst or other designee of the Secretary of the State Records Committee responsible for preparation and posting of the agenda shall attempt to contact each agency whose image processing system is scheduled for consideration by the State Records Committee to verify that the required public notice has been published 23 or more working days before the scheduled meeting of the Committee and request proper verification of publication of the Public Notice.

If an agency fails to publish the required Public Notice 23 working days or more before the scheduled meeting of the Committee or to provide adequate proof of such publication before the agenda for the meeting of the State Records Committee is posted, the application will be withdrawn from the agenda and rescheduled for the next available public meeting of the State Records Committee. The appointed Records Analyst or other designee of the Secretary of the State Records Committee shall notify the Bureau Chief of any cancellation and shall be responsible for scheduling the agency for the next available meeting of the Committee.

It shall be the responsibility of the agency to publish the required Public Notice 23 working days before the relevant public meeting of the State Records Committee and to provide

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adequate documentation of such publication. The State Records Committee cannot approve the certification unless an agency fulfills this requirement.

PUBLIC NOTICE EXAMPLE

TAKE NOTICE the [Click **here** and type recipient's **AGENCY'S NAME**] of the State of New Jersey has received notification from the Division of Archives and Records Management of the Department of State of the State of New Jersey that a review and evaluation of the image processing system currently in use for [Click **here** and type recipient's **RECORD TYPE(S)**] records maintained in the office(s) of [Click **here** and type recipient's **AGENCY'S** or **SUB-AGENCY'S NAME**] has been completed and an application for certification of said image processing system for the keeping of public records has been submitted, per P.L.1994, c.140 and N.J.A.C. 15:3-4 and 5, for approval by the State Records Committee, as established under N.J.S.A. 47:3-20.

Per N.J.A.C. 15:3-5.4, stakeholders and other members of the public have 23 working days to register written comments with the State Records Committee before consideration of the aforementioned application at the next regularly scheduled public meeting of the Committee to be held at the Library for the Blind and Handicapped and State Records Storage Center, 2300 Stuyvesant Avenue, Ewing Township, Trenton, New Jersey on Thursday, the [Click **here** and type recipient's **DATE**] of [Click **here** and type recipient's **MONTH**], [Click **here** and type recipient's **YEAR**], beginning at 10:00 a.m.

Copies of the completed application are available for viewing and examination by the public at the offices of the [Click **here** and type recipient's **AGENCY'S** or **SUB-AGENCY'S NAME**], located at [Click **here** and type recipient's **AGENCY'S** or **SUB-AGENCY'S ADDRESS**], during regular business hours, Monday through Friday (excluding State holidays) between [Click **here** and type recipient's **AGENCY'S** or **SUB-AGENCY'S BEGINNING BUSINESS HOUR**] and [Click **here** and type recipient's **AGENCY'S** or **SUB-AGENCY'S ENDING BUSINESS HOUR**].

Written comments should be mailed to Karl Niederer, Chair, State Records Committee, P.O. Box 307, Trenton, New Jersey 08625-0307 or delivered to the same at the Library for the Blind and Handicapped and State Records Storage Center, 2300 Stuyvesant Avenue, Ewing Township, Trenton, New Jersey 08618-3226.